



Property Maintenance Standards

2005

Part of understanding the community and being a good citizen means having to learn about local rules that impact your quality of life. This brochure is provided to help you be a good citizen. Remember, quality neighborhoods benefit everyone by keeping our City an attractive, clean and safe place to live and raise families. Following is information on some of our most common questions--or sources of complaints. Please become familiar with this information and call if you have any questions.

Alleys: Residents must help maintain alleys by trimming brush, grass and picking up refuse to the center of the alley, even if it is outside fenced areas. This includes mowing and keeping them free of garbage and lawn waste. Alleys are graded and plowed if they are on the City's maintenance schedule. You may call the Department of Public Works about alley maintenance (grading, plowing) at **724-4100**. Environmental Inspectors will send notices and may ticket unkempt areas adjacent to alleys. They may be contacted at **724-6702**.

Building Maintenance: Continued maintenance of buildings (roof, paint, siding, porches, etc.) is the responsibility of the property owner. Fences and walls must also be kept in good repair. For information on the property maintenance code, call the Inspection Services Department at **724-6715**.

Junk Cars: Vehicles must be licensed, operable and in good repair. The Police Department may tow inoperable or unlicensed vehicles. If

-1- you have a vehicle you need to get rid of, several salvage yards will come and get them, and sometimes pay you, if you have the title. If you do not have a title, call your local Secretary of State office. Local salvage yards include:

- Sprague Auto Parts, 81 S. Getty, 726-2988
- England Auto Parts, 2417 Whitehall Rd, 766-2469
- Fodrocy Auto Parts 3640 Central Rd, 766-3642

You may also donate your car for a tax write-off. Again, you need the title. Call:

- Cars for a Cause 1-888-448-5277
- Kidney Cars Program 1- 800-488-2277
- Lung Association Car Donation 1-800-577-5864
(Cars must be 1990 or newer)

Mowing and yard upkeep: During the growing season, (typically April 15th – October 15th) City rules require that grass and vegetation be maintained so as to not exceed eight inches in height. Grass clippings may not be in the roadway or gutter. The terrace (the area between the curb and sidewalk) and alley areas must also be maintained. An Environmental Inspector will take action on properties that are not maintained. The City may also have weeds, grass, etc., cut at the property owner's expense.

Please, also keep shrubs and trees trimmed back at corners to prevent traffic hazards and away from sidewalks for pedestrian safety. For more information contact Environmental Services at **724-6702**. Please do not put lawn clippings or leaves in the road, alley or gutter since they may clog storm drains, which can be costly to clear out. Call the Highway Department at **724-4100** to report dumping in the street.

Parking: Cars may not be parked in the front yard unless on a paved driveway. To keep streets clear for snowplows, City ordinance prohibits parking on all City streets from 2:00 a.m. to 6:00 a.m. from November 15th through April 15th. Vehicles parked on the street

during this period may be ticketed and/or towed at the owner's expense. Parking is permitted in the winter on City terraces, but please use your driveway space if you have it. Parking in alleys is not permitted, since a clear path through the alley may be needed for emergency vehicles. To report a vehicle in violation call the Police Department at **724-6750**.

Permits:

- Permits are needed in the City to divide parcels, clear land, and construct fences, sheds or pools. Contact the Zoning Administrator or Code Coordinator at **724-6702**.
- Permits are needed to remodel, wire, plumb, change heating or cooling systems or to construct buildings. Contact the Inspection Services Department at **724-6715**.
- Permits are needed to change or put in new driveway openings and public sidewalk. Contact the Engineering Department at **724-6707**.

Rental Units: Must be licensed and have a certificate of occupancy with the City. Call the Inspection Services Department at **724-6715**.

Sidewalks: Sidewalk maintenance and repair is the responsibility of the property owner. Sidewalks are supposed to be shoveled, free of overhanging shrubs or branches and not blocked by vehicles. Of particular concern are uneven sidewalk slabs having a height difference of 3/4 inches or more. These present serious hazards to pedestrians. Sidewalks that are not maintained may be cited and the City may have repair work done with costs being charged to the property owner. Call the Engineering Department at **724-6707**.

Trees: Trees in the City terrace (generally the area between the sidewalk and curb) are planted and maintained by the City Forestry Department. Please report dangerous trees, downed limbs or dead or diseased street trees to City Forestry. Trees on public property *may not* be removed or trimmed without the consent of the City Forester. Call the Forestry Department at **724-6783**. Please note: Limbs falling

off private trees onto the terrace or other public land are the responsibility of the property owner.

Yards: Items like building materials, car parts, tires, household items, tools, appliances, dismantled machinery, scattered trash, cardboard, or domestic waste may not be openly stored in yards. If such items are not disposed of properly or stored in a suitable manner (i.e., in a garage or shed) an Environmental Inspector will take action to initiate clean-up. Action may include the City cleaning the property at the property owner's expense and/or ticketing responsible parties. Call Environmental Services at **724-6702** for more information.

Waste: Call the Department of Public Works at **724-4100** or **724-6908**. The Public Service Building is located at 1350 East Keating, near U.S. 31.

- Garbage Pick-up: Curbside garbage pick-up is provided each week at no charge. Your garbage day depends on your location in the City. Garbage must be contained in the green plastic totes, which are obtained from the City. Totes must stay with the property and can be replaced for \$25.00 if lost or stolen. **Any refuse not in a tote is not picked up unless it has a sticker.** If trash accumulates on a property it will result in a clean-up and billing and/or ticket to the property owner. Additional totes are available for \$12.00 per month. Totes for new homes are \$50.00.

Items that **cannot** be in the curbside trash pick-up include: appliances without appliance stickers, hazardous waste, car parts, building materials, plastic bags of grass or leaves, batteries, tires, and items over 30 lbs.

Items that **can** be in the trash (with a *hot pink* sticker): mattress, metal and wood furniture, storm door, toilet, sink, household furniture, bed springs, windows, bathtubs, cardboard boxes (if flattened and tied).

Please be careful not to put items out that may be too large to handle. For example, rolls of carpet must be cut down and rolled up in 4-foot lengths so the carriers and the

equipment can handle it. Individual loose items should not weigh more than 30 pounds.

- Appliances: Appliances require a separate *neon green* sticker, which costs \$25.00. Acceptable appliances include: refrigerator, stove, dishwasher, microwave oven, washer, dryer, water heater, trash compactor and dehumidifier.
- Stickers: If you have more garbage than the toter can hold, you must have a *hot pink* garbage sticker on each item (couch, extra garbage bag, etc.). If loose items do not have a sticker, you will get a 24-hour violation notice, which could result in a clean-up bill. We recommend that you staple the sticker on the item if there is a chance it will blow off. The stickers may be purchased for \$2.00 each at the City Treasurer's Office in City Hall or at the Public Service Building on Keating Ave. If you buy five garbage stickers, you get one free (six for \$10.00). Stickers can also be purchased by phone at **724-6720** using your credit card.
- Toters: To keep neighborhoods looking neat and avoid spilling trash, please do not overload your toter or recycling bin or put them out before 7:00 p.m. the night before garbage pick-up. After toter and recycling bins are emptied, they are to be stored out of public view. If a toter or recycling bin is not taken care of, you may be ticketed or it could be taken away.
- Spring Clean up: A dumpster-day for each neighborhood is announced for both spring and fall. A dumpster is placed in each neighborhood and residents can bring household items they want to dispose of. Each neighborhood supervises its dumpster-day.

Leaves and yard waste: Yard waste is picked on your garbage day and should not be set by the curb until the night before garbage day. The yard waste service runs from the first week of April through the first week of December, weather permitting. Yard waste (grass, leaves and twigs) must be in **paper bags or rigid containers only** or the waste hauler will not pick it up. Rigid containers should be labeled "yard waste". The Department of Public Works sells paper leaf bags, as do

most area stores. An Environmental Inspector will cite yard waste stored in plastic bags.

Branches and sticks need to be tied up with twine in manageable bundles no greater than four feet in length. Branches can be no more than 4 inches in diameter. Large limbs and trees coming from residential units may be disposed of by making an appointment with the City's Solid Waste Coordinator at the Department of Public Works at **724-6908**.

Please keep leaves and other yard waste out of the gutter, it's illegal, it clogs storm drainage, and makes a huge mess when plows go through! You may not rake leaves into the gutter, road or alley. There is no ordinance forcing anyone to rake his or her leaves, but it is the responsible and "neighborly" thing to do.

- Christmas Trees: natural trees are picked up curbside through the second week of January.
- Recycling: The City provides free recycling every other week on your garbage collection day. The schedule depends on where you live. Recycling bins can be purchased from the Department of Public Works for \$5.00. The program accepts clear glass, aluminum and tin cans, aluminum foil, #2 plastic and paper such as cereal boxes, office paper, magazines, junk mail, etc. **Sorry, no styrofoam, plastic grocer's bags or colored glass.** Please remember that labels must be peeled and containers rinsed before being placed in recycling bins.
- Special disposal needs: Note: Some places do have a small disposal fee, so we recommend you call first.

For larger disposal needs you may go to Muskegon County Landfill 9366 Apple Ave. Phone: **724-6001**. Please contact them for their hours of operation and current fee schedule.

- Automobile batteries may be disposed of at D Auto Parts, 1450 East Bard Road, Phone: **766-3094** or at USA-1 Battery, 1225 S Getty Street: **722-0327**.
- Cement and brick may be disposed of locally at Verplank, 102 S. Getty (this is an unmanned dumping site).
- Household Hazardous Waste - Muskegon County Department of Public Works periodically sponsors special household hazardous waste collection. For information on hazardous wastes and the next disposal time, call the county at **724-6525**.
- Metals such as tin cans, aluminum, copper, brass, bronze, iron, steel, stainless steel, zinc, etc., may be disposed of at:
 - Shoreline Recycling, 259 Ottawa Street, Phone: **722-6081** (will also accept refrigerators with freon in them for a fee).
 - West Michigan Recycling Center, 40 Harvey Street, Phone: **773-7582**
 - Beacon Recycling, 1241 E Keating, Phone: **727-0722**

Depending on the metal, you may get cash for scrap!

- Oil - Most "quick change" oil service stations will take used motor oil. You may also call the Department of Public Works Solid Waste Coordinator at **724-6908** for disposal locations.
- Tires: Thrifty Tire & Wheel, 25 W. Apple Ave. will take old tires **722-6041** (There is a charge for the tire disposal).
- Misc. recycling: clear glass, paper, cardboard, tin, aluminum and no. 2 plastic may be disposed of at Community Recycling, 1970 Port City Boulevard, Phone: **773-8407**.

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